



DEPARTMENT OF THE ARMY
U.S. ARMY ENGINEER SCHOOL
464 MANSCEN Loop
FORT LEONARD WOOD, MISSOURI 65473

REPLY TO
ATTENTION OF

ATZT-CG

13 MAR 2007

MEMORANDUM FOR US ARMY ENGINEER SCHOOL

SUBJECT: Command Policy #75-07, Commandant, US Army Engineer School (USAES)
Delegation of Signature Authority


1. REFERENCE. AR 25-50, Preparing and Managing Correspondence.
2. GENERAL. Commanders and directors may delegate signature authority, but not responsibility. Each commander and director is ultimately responsible for the activities of his or her command, directorate, or staff.
3. POLICY.
 - a. Incumbents of USAES positions listed below are delegated "FOR THE COMMANDANT" signature authority to take final action on policy matters within their functional areas of responsibility and to issue orders in my name to carry out assigned responsibilities:
 - (1) Assistant Commandant, USAES
 - (2) Deputy Assistant Commandant, USAES
 - (3) Director of Training and Leader Development, USAES
 - b. "FOR THE COMMANDANT" signature authority will not be further delegated.
 - c. As a general rule, individuals will sign replies at a level no lower than the signing level on the incoming correspondence. Commanders, directors, and principal staff officers will only sign correspondence dealing with items that fall under their normal responsibilities.
 - d. When signature authority is delegated to a subordinate, the subordinate will use an authority line to show for whom he or she is signing (e.g. FOR THE ASSISTANT COMMANDANT).
 - e. Subordinates who have the signature authority of a commandant/director or principal staff officer may not further delegate this authority. Subordinates officially performing duties during an incumbent's absence may exercise signature authority of that incumbent.
 - f. Delegated authority is automatically canceled upon the incumbent's change of duty. Upon change of command, all delegations are subject to review and subject to withdrawal or cancellation. I retain authority to cancel or withdraw delegation of signature authority at any time.
 - g. Unless authorized in writing, subordinate staff personnel will not sign for the US Army Engineer School Commandant or US Army Engineer School Assistant Commandant, major subordinate commanders, directors, or principal staff officers.

ATZT-CG

SUBJECT: Command Policy #75-07, Commandant, US Army Engineer School (USAES)
Delegation of Signature Authority

4. SUPERSESSION. This command policy supersedes #06-06, dated 11 September 2006.

5. PROPONENCY. The proponent for this policy memorandum is the Executive Services Office, 563-8071.



WILLIAM H. MCCOY
Major General, USA
Commandant